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14 JUL 1982

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[REDACTED]  
Acting Director of Information Services

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SUBJECT: OIS Weekly Report (7-13 July 1982)

Classification Review Division

CRD reviewed a total of 183 CIA documents (5,881 pages) and declassified 10.9 percent. In addition, two non-CIA documents (182 pages), two manuscripts (256 pages), three Department of Defense documents (3 pages), and 8,724 OSS cards were reviewed.

Records Management Division

The survey report on registry and records management functions requested by the Office Security (OS) was completed and sent to the Director of Security. The report recommends transferring certain functions and positions from the Communications Section, Security Records Division, to the OS Registry to enhance OS document accounting and retrieval. It also recommends a position for a full-time professional records management officer from the MI Career Sub-Group to manage the creation, maintenance, and disposition of OS files.

An RMD representative met with the DDI Records Management Officer and representatives of the Office of Current Production and Analytical Support (OCPAS), DDI, to discuss their request for an RMD survey of OCPAS information management processes. It was agreed that two RMD information management analysts would begin a survey in the OCPAS Information Management Center.

Regulations Control Division

During this reporting period, RCD carried out 89 actions on issuances.

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UNCLASSIFIED when separated  
from background.

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a notice announcing the appointment of Daniel A. Childs as Controller  
[ ] a bulletin announcing the 1982 cleanup campaign [ ]  
a bulletin providing information on research fellowships of the Center for  
the Study of Intelligence, and a bulletin providing a schedule of showings  
on 15 July 1982 of the film of President Reagan's visit to Headquarters.

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Information and Privacy Division

A separate report is attached.

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Attachment:  
As stated

EXO/OIS [ ] (14 Jul 1982)

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